



DEPARTMENT OF THE NAVY
NAVAL AMPHIBIOUS BASE LITTLE CREEK
2600 TARAWA COURT SUITE 100
NORFOLK, VIRGINIA 23521-3297

IN REPLY REFER TO:

NAVPHIBASELCREEKINST 5320.1L

N02MS

12 OCT 2001

NAVPHIBASELCREEK INSTRUCTION 5320.1L

Subj: BI-ANNUAL MANAGEMENT/MANPOWER STATUS REPORT

Encl: (1) Bi-Annual Management/Manpower Status Report
Guidelines
(2) Bi-Annual Management/Manpower Status Report

1. Purpose. To provide guidelines and reporting criteria for data to assist in the management of Naval Amphibious Base Little Creek (NAVPHIBASE LCREEK) resources and to respond to data calls. This constitutes a major revision to the previous instruction; therefore, individual paragraph markings noting changes, additions, or deletions have been omitted.

2. Cancellation. NAVPHIBASELCREEKINST 5320.1K is hereby cancelled.

3. Discussion. Bi-Annual data is needed from tenant commands, supported commands, and non-federal businesses located onboard NAVPHIBASE LCREEK. This data is used for general base management planning; to respond to data calls; to answer inquiries from non-federal businesses; and, to reply to one-time reporting requirements received from various Department of Defense /Department of the Navy activities. This information is also used to ascertain the level of support provided and required by tenant commands and home-ported ships. Several recurring uses of this report are:

a. Allocation of Morale, Welfare, and Recreation funds to tenant commands.

b. Responding to data calls by higher authority.

c. Developing justification data for budget/manpower requests.

d. Validating base population/loading data.

e. Determining medical support requirements.

f. Ascertaining religious service support requirements.

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g. Assisting in planning Navy College Office initiatives.

4. Action

a. Reporting Period:

(1) Bi-Annual reports are required and are to be based on the last day of June and December of each year.

(2) Reports are to be submitted by the **fifth** working day after the end of the reporting month.

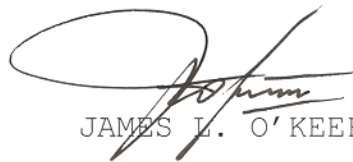
(3) Reports can be faxed to: Management Support Office
Attn: N02MS, fax number: (757) 462-8160; or emailed to
JGreen@nablc.navy.mil.

b. NAVPHIBASE LCREEK Tenant and Supported Commands: Submit enclosure (2), sections a through c.

c. NAVPHIBASE LCREEK Departments: Submit enclosure (2), sections a through c.

d. NAVPHIBASE LCREEK Storefronts and Sites: Submit enclosure (2), sections a through c.

5. Forms. NAVPHIBASE LCREEK Form 5320/1 (enclosure (2)) may be reproduced as needed.



JAMES L. O'KEEFE III

Distribution:

NAVPHIBASELCREEK/REGPUBSAFETYINST 5216.2P

List IA, IB (1, 1A, 2, 2A, 3, 3A only), IC, ID - Case A

List II

List III

Stocked by:

Commanding Officer

Naval Amphibious Base Little Creek

2600 Tarawa Court Suite 100

Norfolk, Va 23521-3297

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BI-ANNUAL MANAGEMENT/MANPOWER STATUS REPORT GUIDELINES

1. General Instructions

a. Section A: Enter data for one (1) UIC per form only - if activity has multiple UIC's, use separate forms for each UIC.

b. Section B: Enter data, as of the end of the reporting period, in each category under the appropriate service heading. If the "OTHER" column is used, provide an explanation to the right of that column.

Example: Officers On Board 2 (USAF)
Enlisted On Board 5 (USA)

c. Section C: Civilian Personnel (self-explanatory).
Contractor Personnel (full-time contractor personnel on board)

2. Available Assistance. Questions regarding the submission of this report should be directed to Naval Amphibious Base Little Creek, Management Support Office, at 462-8425.

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NAVAL AMPHIBIOUS BASE LITTLE CREEK **BI-ANNUAL MANAGEMENT / MANPOWER STATUS REPORT**

SECTION A

UIC# _____

(1) Activity _____ (2) POC _____

(3) For Period Ending _____ (4) Phone _____

SECTION B**Military Personnel Information**

	NAVY	USMC	ARMY	OTHER
Officers	_____	_____	_____	_____
Billets Authorized	_____	_____	_____	_____
On Board	_____	_____	_____	_____
Students	_____	_____	_____	_____
Enlisted	_____	_____	_____	_____
Billets Authorized	_____	_____	_____	_____
On Board	_____	_____	_____	_____
Students	_____	_____	_____	_____

SECTION C**CIVILIAN PERSONNEL INFORMATION**

Appropriated Fund Personnel On Board _____

Non-Appropriated Fund Personnel On Board _____

CONTRACTOR PERSONNEL INFORMATION

Contractor Personnel On Board _____

Submit to:

Commanding Officer
 Naval Amphibious Base Little Creek (N02MS)
 Norfolk VA 23521-3229
 Phone: (757) 462-8425
FAX: (757) 462-8160